

SANDY CITY APPROVED POSITION SPECIFICATIONS

- I. Position Title: Community Development Information Specialist Revision Date: 09/16
EEO Category: Technician
Status: Non-Exempt
Control No: 30668

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Planning Director and City Engineer, performs technical activities for the City which includes development process support, information dissemination, bond administration, statistical research, and business licensing.

III. Essential Duties:

- Tracks and monitors development bonds through the approval process and informs applicants and other inter-departmental staff as to status and progress.
- Responds to public questions regarding the development process. Connects inquiries with appropriate staff for further review.
- Provides counter assistance by explaining and coordinating the development review process for citizens, developers, and contractors,
- Organizes and coordinates handouts and information dissemination concerning zoning and development for the public.
- Helps staff with research.
- Assists in preparing and distributing Planning Commission packets.
- Assists with Building Inspection scheduling.
- Works with and support the Business License Coordinator with billing assistance, inspection follow-ups, counter applications, license inquiries and record management.
- Acts as backup to the Planning Secretary for the Planning Commission meetings (preparing and distributing the agenda packet, preparing meeting location and posting public notices, attending meetings and taking minutes, and other related duties).
- Answers incoming phone calls and connects callers and walk-in traffic with appropriate staff.

IV. Marginal Duties:

- Coordinates and finalizes all development review project files within the master project file system.
- Supports staff in completing field inspections of construction projects, by ensuring compliance with City ordinances and conditions of approval.
- Acts as a staff liaison to volunteer citizen committees as assigned.
- Performs other duties as assigned.

V. Qualifications:

Education: A bachelor's degree in urban planning, geography, or related field is preferred and may be substituted for two years of required experience.

Experience: Requires three years of experience working in a development field capacity. Experience in local government helpful.

Certifications/Licenses: Requires a valid Utah Driver's License.

Probationary Period: A one-year probationary period is pre-requisite to this position.

Knowledge of: Community development practices, local government operation and structures, map reading, interpretation, and principles of public relations; rudimentary math skills and use of engineering and architectural scales.

Responsibility for: Coordinating correct information to the public, affecting decisions concerning development of the City, affecting the activities and quality of life of City residents; responsibility for the care, condition, and use of materials, equipment, money, etc.

Communication Skills: Ability to communicate relevant information to the public regarding City ordinances, procedures, and development standards; ability to communicate effectively verbally and in writing; ability to communicate effectively in person and over the phone with City employees, citizens, developers, and contractors furnishing and obtaining information; ability to work effectively with upset customers in maintaining and improving the City's public image.

Tool, Machine, Equipment Operation: Frequent use of office equipment, including personal computer, telephone, fax machine, calculator, and copy machines. Occasional use of a personal or city vehicle.

Analytical Ability: Apply general principles of City ordinances effectively; organize and analyze development information for dissemination and direction to applicants; make initial interpretation of maps, site plans, and plot plans.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. A constant need for viewing plans, documents, ordinances, maps, etc.; verbal interaction and listening skills necessary to deal effectively with the public; regular pressure and fatigue are present in this position due to daily exposure to sometimes stressful situations and overtime. Work subject to on-going supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This update job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____